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76-1595

26 MAR 1976

MEMORANDUM FOR: Director of Central Intelligence

VIA : Acting Deputy Director for Administration

FROM : Robert W. Gambino
Director of Security

SUBJECT : Annual Occupational Safety and Health
Report

1. Action Requested: It is requested that you sign the attached letter.

2. Basic Data: In a letter dated 13 February 1976, the Secretary of Labor requested the Annual Safety and Health Report of the Central Intelligence Agency. The Occupational Safety and Health Act and Executive Order 11807 require that the head of each Federal agency submit to the Secretary of Labor an annual report concerning the safety and health program of his agency.

3. Staff Position: The Safety Branch, Physical Security Division, has prepared this report in accordance with guidelines furnished by the Secretary of Labor. The Office of Medical Services has contributed its portion in regard to the health program.

4. Recommendation: It is recommended that you sign the attached letter forwarding the report to the Secretary of Labor.

STATINTL


Robert W. Gambino

Att

**SUBJECT: Annual Occupational Safety and
Health Report**

Distribution:

Orig - Return to OS via DDA

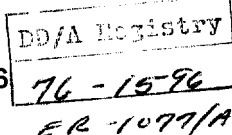
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2 - DD/A

1 - D/MS



1 Apr. 76

**The Honorable W. J. Usery, Jr.
The Secretary of Labor
Washington, D.C. 20210**

**Attention: Occupational Safety and Health Administration
Office of Federal Agency Safety Programs**

Dear Mr. Secretary:

In accordance with your letter of 13 February 1976, I am transmitting the Central Intelligence Agency's Annual Occupational Safety and Health Report for Calendar Year 1975. The report was prepared in consonance with the guidelines furnished by your Office.

I wish to assure you of the continued efforts of this Agency toward administering its safety and health programs consistent with standards developed under the Occupational Safety and Health Act and Executive Order 11807.

Sincerely,

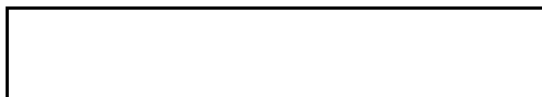
/s/ George Bush

**George Bush
Director**

Enclosure

SUBJECT: Annual Occupational Safety and
Health Report

ORIGINATOR:



Robert W. Gambino
Director of Security

26 MAR 1976

Date

CONCURRENCE:

/s/ JOHN N. McMAHON

for
John N. McMahon
~~McMahon~~ Deputy Director
for
Administration

17 MAR 1976

Date

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ATTACHMENT

Approved For Release 2002/06/05 : CIA-RDP79-00498A000500150013-6

OCCUPATIONAL SAFETY AND HEALTH REPORT
CENTRAL INTELLIGENCE AGENCY
CALENDAR YEAR 1975

PROGRAM FOR CALENDAR YEAR 1975

I. Administration

A. Information concerning the names and addresses of the Agency, Agency Head, Agency Designated Safety and Health Official and the Agency Safety and Health Designees is provided in Attachment 1.

B. Personnel by titles and grade levels in the Safety Branch, Headquarters area are listed in Attachment 2. There are no full-time safety personnel assigned to Field installations. As advised in previous reports, the number of employees will not be submitted.

C. Attachment 3 is not completed inasmuch as information regarding names, addresses and average employment of Field Units will not be provided. However, published Agency [] require that senior management officials designate a component safety officer at each facility.

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D. The Agency, by regulation, has established a definite policy pertaining to safety and health programs. These regulations are currently being revised along the more definitive guidelines of the Occupational Safety and Health Act (OSHA) and will be published under a safety and health title and series number to ensure more visibility and emphasis on the safety and health program.

E. Adequate funds are allocated for the conduct of safety inspections, training programs, training of professional safety officers, acquisition of promotional and educational material, procurement of instruments to enable

safety officers to check potentially hazardous conditions, and for such other programs that the Safety Branch recommends. However, the costs for the installation or improvement of fire and safety protection systems are normally borne by the applicable components and often limited budgets require that major installations or improvements be programmed for the next fiscal year.

P. The organizational structure of the Occupational Safety and Health Program within the Central Intelligence Agency is reflected in Attachment 4.

II. Training

A. Specialized training for safety professionals is provided on a continuing basis. The following one-week courses were attended during 1975: Fundamentals of Occupational Safety, Basic Safety Management, Machine Guarding and Accident Investigation, Introduction to Occupational Safety and Total Loss Control Management. Safety personnel also attended the Federal Safety Conference and the National Safety Congress in Chicago, Illinois; the OSHA/USA Conference in New York City; an Occupational Safety and Health Seminar at Northern Virginia Community College, Manassas, Virginia; the American Society of Safety Engineers Professional Development Program in Denver, Colorado; and monthly meetings of the Potomac Chapter, Federal Safety Council.

B. Eighty-five (85) collateral duty safety officers were briefed regarding the Occupational Safety and Health Act, Executive Order 11807, Safety and Health Provisions for Federal Employees, reporting and recordkeeping requirements and responsibilities of component safety officers.

C. The Agency's Heart Disease Detection Exhibit was presented to Agency employees during the month of February 1975. It was also presented at the Annual American Industrial Health Conference in San Francisco, California, where it won second prize among Scientific Exhibits.

D. Twenty-nine (29) lectures, demonstrations and film presentations concerning cardiopulmonary resuscitation, use of the pneolator and first aid for a choking victim were presented to 750 employees. An additional

twenty-two (22) lectures and demonstrations regarding fire prevention were presented to 889 employees.

B. The Office of Medical Services Consultative Services Program continued in its seventh year. This program provides advisory assistance to employees on a voluntary basis for personal or job related matters.

F. Members of the Headquarters Building Evacuation Organization were briefed regarding their responsibilities in the event of an emergency evacuation. A film on high-rise fire safety was also shown to these employees. In addition, twelve (12) fire drills were conducted in Agency facilities in the Headquarters area.

G. Briefings regarding the operating characteristics of the fire protection and detection systems in the Headquarters and Printing and Photography Buildings, and the appropriate response procedures, were presented to newly assigned security personnel who monitor these systems.

H. Two five-day safety courses were conducted for thirty-three (33) employees who have collateral safety inspection responsibilities.

I. Special instructions on fire protection and the use of portable fire extinguishers were presented on two occasions to employees of two components in the Headquarters building.

J. A lecture on radiation safety was presented to thirty (30) employees of one component in the Headquarters area.

K. On nine occasions tests were conducted after normal work hours in the Headquarters building to determine the effectiveness of personnel responsible for responding to fire alarms.

L. The safety orientation of new employees was expanded to include a one-hour briefing on the Agency's Safety and Health Program and provisions of the Occupational Safety and Health Act.

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in the Headquarters area and quarterly to employees overseas. In addition to the fifty-one (51) lectures and film showings to 1,639 employees in support of the "Safety '76" program, ten (10) safety films were shown thirty-one (31) times to 270 employees.

D. Employees were encouraged to participate in the suggestion and invention awards program. Forms for employee suggestions were provided in holders installed on bulletin boards in Agency buildings. Twenty-two (22) employee suggestions regarding safety were reviewed, evaluated and investigated.

E. The professional safety officers are members of the Potomac Chapter, Federal Safety Council and one or more regularly attend the meetings of the Chapter. Three safety officers attended the Federal Safety Conference and the National Safety Congress in Chicago, Illinois.

F. Copies of an Agency Employee Bulletin containing suggestions for a safe Christmas holiday were distributed to all employees in the Headquarters area.

IV. Research and Engineering

A. Plans for new construction and renovations were coordinated with the CIA Safety Officer to ensure compliance with applicable safety and health standards.

B. Protective clothing and equipment were provided for employees where it was determined that these items were necessary to assure safe and healthful working conditions for the employees.

C. Test equipment, with particular emphasis on devices for monitoring environmental conditions, was continually reviewed and upgraded. [redacted] overseas facilities were provided precision noise measurement meters for their use in continued monitoring of the noise levels within the working environment.

V. Accident, Injury and Illness Investigation, Analysis and Reporting

A. Occupational injuries, illnesses and accidents were reported and recorded in compliance with guidelines

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published by the Department of Labor. Casual analysis of total recordable (does not include first aid) injuries and illnesses revealed that they increased from 247 in 1974 to 267 in 1975. However, first aid injuries decreased from 195 in 1974 to 110 in 1975. Therefore, the total injuries and illnesses decreased from 442 in 1974 to 379 in 1975. The three major causes of recordable injuries and illnesses remain the same, i.e., slips, and falls, handling material and equipment (including lifting) and health hazards. The total of these three categories of injuries and illnesses decreased from 152 in 1974 to 151 in 1975.

B. Agency regulations require that senior management officials designate component safety officers who are responsible for the investigation, reporting and corrective action regarding each occupational injury, accident and fire. The most serious of these incidents in the Headquarters area were investigated by a member of the Safety Branch. Copies of the reports are retained by the Safety Branch for a period of five years for reference by authorized personnel.

C. An annual comprehensive report of the total injury and accident experience was prepared for the Director of Central Intelligence Agency. Quarterly and annual reports were prepared for the Department of Labor.

VI. Standards

A. The Agency, by published regulations, has adopted the Occupational Safety and Health Standards promulgated by the Secretary of Labor. Applicable emergency temporary safety and health standards will also be adopted as established by the Secretary of Labor.

B. Copies of the Occupational Safety and Health Standards were placed in the library of the Headquarters building and were also provided to each component safety officer in the Headquarters areas for reference by employees.

C. The Safety Branch maintains an up-to-date library of publications containing the latest safety standards, codes, and specifications. It also receives the Federal Register

and subscribes to the Occupational Safety and Health Reporter which enables its personnel to keep abreast of all safety and health standards as promulgated.

D. Employees are encouraged by published regulations to comply with the safety and health standards, report any unsafe or unhealthful working conditions, develop and maintain personal safety standards, and to notify the component safety officers of any occupational injury, illness, accident or fire.

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VII. Committees

The Agency's Safety and Health Program is administered by the Deputy Director for Administration who is the designated CIA Safety and Health Official. He has appointed a CIA Safety Officer and has established the CIA Safety Committee to assist in the administration of the program. The Committee is chaired by a designee of the Director of Security and is staffed by the CIA Safety Officer and members of nine major Headquarters components. Safety committees are also established at three other [redacted]. The staffs and funds necessary for these committees are provided by the appropriate components. Two of the committees [redacted] were established during 1975.

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VIII. Inspections

A. Each Agency facility in the Headquarters [redacted] areas was provided a copy of the Occupational Safety and Health notice which advises employees of their responsibilities and rights provided for in the Occupational Safety and Health Act and Executive Order 11807. One of the rights listed is that employees' names will be kept secret, if so requested, when reporting unsafe or unhealthful working conditions.

B. The CIA Safety Officer, by regulation, is responsible for conducting inspections and tests to evaluate the effectiveness of the Agency's Safety and Health Program. Efforts have been made to conduct inspections of all Agency facilities on an annual basis; however, such a schedule could not be maintained. Therefore, priority was given to inspections of the major facilities and those involving the more hazardous activities. These inspections include a complete

inspection and review of the facilities, observations of daily operations, examination of equipment, atmospheric testing, electrical testing and review of measures used to develop safe behavior. Detailed reports were forwarded to the appropriate responsible officials who were requested to correct safety and health hazards within thirty (30) days or submit abatement plans. Personnel of the Safety Branch conducted forty-two (42) of these comprehensive safety inspections during 1975. This was an increase of twenty-one (21) over the previous year.

C. Special medical evaluations for employees involved in hazardous occupations continued. This included personnel working with lasers, fluoroscopy machines, chemicals and optical magnification systems, as well as those exposed to high background noise.

D. There was continuing attention to refinement and improvement of dispensaries, health rooms and first-aid equipment.

E. The safety inspection check sheet, originated in 1974 for use by security officers during their security inspections both domestically and overseas, was also provided to the component safety officers in the Headquarters and Thirty-two (32) inspections were conducted by these individuals during 1975.

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F. Special safety and health inspections were also conducted to determine noise and illumination levels and hazardous atmospheres to ensure the areas meet requirements of the Life Safety Codes. There were eighty-one (81) of these inspections conducted during 1975 compared to forty-four (44) in 1974.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVE FOR CALENDAR YEAR 1975

The Agency completed almost 100% of its safety and health activities which had been planned for Calendar Year 1975, and as specified in the report for 1974, as follows.

A. A response was prepared to the Department of Labor's Evaluation Report of the Agency's Safety and Health Program.

B. Safety inspection check sheets were provided to collateral duty safety officers at Agency Headquarters and [redacted]

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C. Headquarters [redacted] regarding the Occupational Safety and Health Act and Executive Order 11807 were not distributed to employees. However, as reflected in paragraph H, the Department of Labor notices were posted in Agency buildings in the Headquarters and [redacted]

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D. Headquarters [redacted] Safety regulations are being revised and are expected to be published the early part of 1976.

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E. Two one-week courses on general safety topics were conducted for security officers and component safety officers.

F. Seventy-four (74) Agency motor vehicle operators participated in the National Safety Council's Safe Drivers Award Program.

G. An up-to-date roster of component safety officers in the Headquarters area was maintained and these officers were provided with copies of the Occupational Safety and Health Act, Executive Order 11807, Safety and Health Provisions for Federal Employees and Safety and Health Standards.

H. Four courses in forklift operation and safe procedures were presented to employees who operated the equipment. This was three more courses than originally planned.

I. Safety specialists devoted more time to the comprehensive safety inspections, increasing the number of inspections from twenty-one (21) to forty-two (42).

J. The Agency continued its participation in the "Safety '76" program.

K. A safety education program consonant with the requirements of Executive Order 11807 was not initiated for all employees. However, the safety orientation of all new employees was expanded to include a one-hour briefing on the Agency's Safety and Health Program and provisions of the Occupational Safety and Health Act.

L. The more serious accidents and injuries in the Headquarters area were investigated by a member of the Safety Branch. Component safety officers in the Headquarters areas were briefed regarding their responsibility to investigate all accidents and injuries in their respective area.

M. The Department of Labor notices were posted in Agency buildings in the Headquarters [] areas.

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N. Greater emphasis was placed on attendance of professional safety officers at specialized training courses.

O. Preventive Medicine

1. The Clinical Division completed its Pilot Multiphasic Testing Program. Approximately 2,000 employees participated in the program.

2. The basic and traditional programs continued for physical examinations for certain assignments, health services, immunizations, cafeteria inspections and other occupational health activities.

P. Health Hazards

Special medical evaluations were continued for employees involved in hazardous occupations. This included personnel working with lasers, fluoroscopy machines, chemicals, and optical magnification systems, as well as those exposed to high background noise.

Q. Health Education

1. Training in first aid, cardiopulmonary resuscitation and use of the pneolator was provided to 750 employees.

2. The Heart Disease Detection Exhibit was presented to employees during the month of February 1975. The exhibit was also presented at the Annual American Industrial Health Conference in San Francisco, California.

K. The Director of Central Intelligence was provided with an Annual Report of Accident Analysis. Quarterly reports were provided to the component safety officers in the Headquarters area.

PLANNED PROGRAM FOR CALENDAR YEAR 1976

I. Eight Program Elements

With the exception of training, the Central Intelligence Agency's Safety and Health Programs will be administered under the eight program elements as previously reported to the Department of Labor. The training element will be expanded to include initiation of the training courses for first-line supervisors, senior Federal officials and safety and health professionals. The proposed courses for these employees have been received from the Department of Labor.

II. Goals, Objectives and Planned Activities

A. The Central Intelligence Agency will continue in its efforts toward providing its employees with working environments that are free of safety and health hazards. Its safety and health programs will be administered consistent with provisions of the Occupational Safety and Health Act and Executive Order 11807.

B. Continued emphasis will be placed on the activities within the eight safety program elements as reported for Calendar Year 1975. However, the following additional actions are also planned to strengthen the overall safety and health program:

1. Efforts will be made to increase the safety professional staff through the employment of a chemist.

2. In the area of preventive medicine, a unified comprehensive evaluation program will be implemented to include the Multiphasic Testing/Periodic Health Examination concept. The ultimate objective of this program is to provide a periodic medical evaluation to each employee.

3. Emphasis in medical training of employees will be on reaching those who require it because of their duties and on periodical refresher training of employees previously trained.

4. Periodic lectures on drug abuse will be presented to employees.

5. The safety inspection program will be expanded to include the inspection of a number of overseas industrial facilities by professional safety officers. Six overseas safety inspection trips are planned for 1976.

6. The number of five-day safety courses, conducted for employees who have collateral safety inspection responsibilities, will be increased from two to at least three.

7. A nationally recognized leader in laser safety will present a one-day symposium in laser safety for employees working in the laser field. The presentation will be video taped for future training purposes.

8. The proposed training courses received from the Department of Labor for first-line supervisors, senior Federal officials and safety and health professionals will be initiated.

9. Off-the-job safety will be promoted through the sale of smoke detectors, first-aid kits and portable fire extinguishers by the Agency's Employee Activity Association.

10. A film and demonstration on Passive Restraint Systems, to include the Seat Belt Convincer and an automobile equipped with an air bag unit, will be presented to employees in the Headquarters area during Defensive Driving Week.

11. A program on the selection and operation of portable fire extinguishers will be presented to employees in the Headquarters area during Fire Prevention Week.

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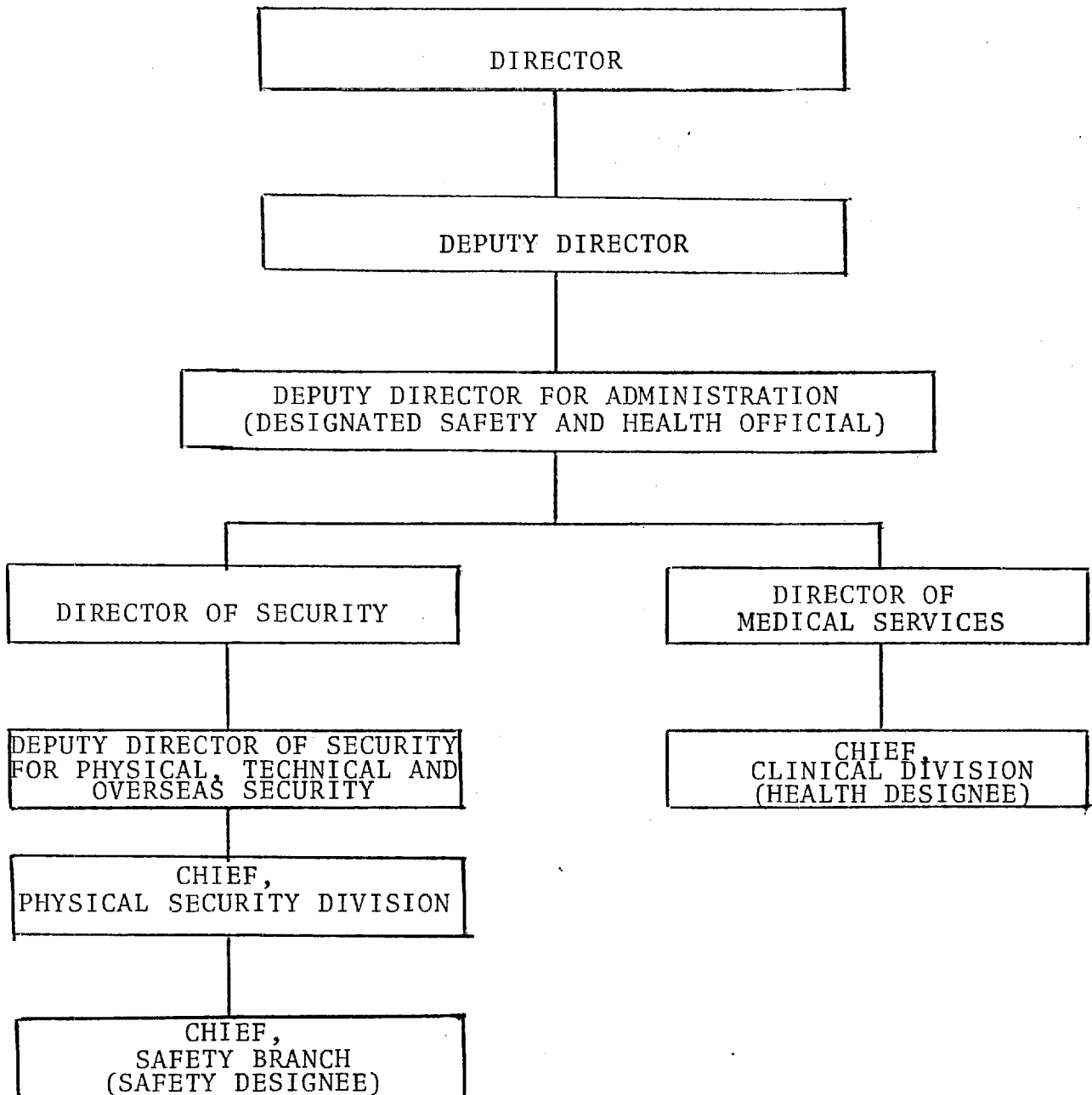
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Attachment 4

CENTRAL INTELLIGENCE AGENCY



U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

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FEB 13 1976

Honorable William E. Colby
Director
Central Intelligence Agency
Washington, D. C. 20505

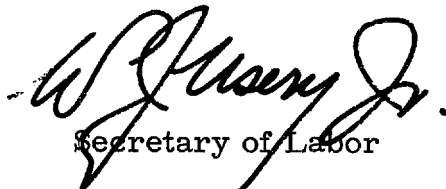
Dear Mr. Colby:

Section 19 of the Occupational Safety and Health Act and Executive Order 11807 require the head of each Federal department and agency to establish and maintain a comprehensive occupational safety and health program consistent with the standards promulgated by the Secretary of Labor for the private sector. Paragraph (a)(5), Section 19 of the Act and Section 1(4) of Executive Order 11807 require the submission of an annual report on each agency's occupational safety and health program to the Secretary of Labor.

Enclosed are guidelines to assist in the preparation of your agency's report. These guidelines incorporate information required by the Executive Order, and ask for additional information pertinent to the Federal occupational safety and health program.

If Federal agencies are to lead in the nationwide effort to safeguard workers, sound occupational safety and health programs are essential. We are counting on your personal support in this most worthwhile endeavor.

Sincerely,



Secretary of Labor

Enclosure:
Guidelines

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ANNUAL REPORT GUIDELINES FOR CY 1975
FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

INTRODUCTION: These guidelines are provided to assist Federal agencies in preparing their annual report on occupational safety and health as required by Section 2(5) of Executive Order 11807 and Section 19(a)(5) of the Occupational Safety and Health Act of 1970.

PURPOSE: The annual reports provide information for the following:

- o The Secretary of Labor's Report to the President on the Federal Occupational Safety and Health Program
- o Selection of agencies for the President's Safety Awards
- o Evaluation and Consultative functions of the Office of Federal Agency Safety Programs

SUBMIT TO: The report should be prepared on standard size (8 1/2 x 11) paper and submitted by April 1, 1976 to:

U. S. Department of Labor
Occupational Safety and Health
Administration
Office of Federal Agency Safety Programs
200 Constitution Avenue, N. W.
Washington, D. C. 20210

CONTENTS: PROGRAM FOR CALENDAR YEAR 1975

Provide the following information on your agency's program during CY 1975 relative to the 8 elements of an effective Federal occupational safety and health program.

ADMINISTRATION - Enter information on attachments, 1, 2, & 3.

- Attachment 1 - Agency-name and address.
 Agency Head-name and address.
 Agency Designated Safety and Health Official -
 name, title, address, telephone.
 Agency Safety and Health Designee - name, title,
 address, telephone.
- Attachment 2 - Safety and health staffing at national and field
 offices - job series number, grade level, full-time
 or collateral duty, national or field. Also include
 employment data as requested.
- Attachment 3 - Safety and health staffing at field units - field unit
 definition, title and addresses, average employment,
 safety and health staffing, and grade levels. An
 organization chart showing break down of field units
 may be helpful.
- Policy - The official policy statement of the agency head on his
 occupational safety and health program.
- Funding - The dollars appropriated and used for the implementation
 of the agency program.
- Organization - The organizational structure of the occupational safety
 and health function from the designated safety and
 health official to the field level inspectors, from the
 national office to the field levels.

TRAINING

- Types and extent of training conducted for the various levels of employees including the designated safety and health official, safety and health specialists, safety and health inspectors, collateral-duty safety and health personnel, supervisors, representatives of employee groups, and employees.

Special training conducted for high-risk jobs--describe.

PROMOTION

- Employee notification--use Department of Labor furnished notice or notice developed by your agency (if so, furnished copy).

Employee access to agency program, OSH Act, Executive Order 11807, 29 CFR 1960 at field levels--describe.

Promotional techniques used to increase employee interest and participation--describe.

President's Safety '76 Campaign--describe participation.

Field Federal Safety and Health Councils-- describe participation at field level.

RESEARCH AND
ENGINEERING

- Research or engineering projects and studies to improve employee safety and health--describe.

Engineering modifications, including building and working place design, facility layout, etc., to improve employee safety and health--describe.

ACCIDENT, INJURY, AND
ILLNESS INVESTIGATION,
ANALYSIS, AND REPORTING -

Causal analysis of CY 1975 injuries, illnesses, and accidents--describe analysis and corrective actions taken. Flow of injury, illness, accidents and serious accidents reports from field to safety and health official--describe. Maintenance of and employee access to injury, illness, and accident records at field levels--describe.

STANDARDS

- Adoption of OSHA or consistent standards--describe.
Promulgation of agency standards--describe procedures.
Employee or employee representative
Comment on standards--describe.
Employee access to standards at field
levels--describe.

COMMITTEES

- Committees at national and field levels--describe organization, functions, funding, and staffing.

INSPECTIONS

- Employee reports of unsafe or unhealthful condition procedures (including anonymity)--describe.
- Inspection procedures--describe.
- Inspecting personnel at field levels--describe qualifications and organization.
- Abatement procedures and responsibilities--describe.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1975 -

Briefly describe your agency's achievements of the planned goals and objectives for CY 1975 in last years annual report. Summarize your attainment of the planned CY 1975 activities specified in last years report for CY 1974.

FILE PROGRAM CHANGES WITH OFFICE OF FEDERAL AGENCY SAFETY

PROGRAMS - All changes made in the program, policy, or plan of action should be submitted to OFASP for the agency program files.

PROGRAM FOR CY 1976

EIGHT PROGRAM ELEMENTS - Describe any planned CY 1976 changes to your agency's occupational safety and health program concerning the eight program elements, policy, and plan of action.

GOALS, OBJECTIVES, AND PLANNED ACTIVITIES - Describe your agencies goals and objectives for your program in CY 1976, including the planned activities involved in attaining these goals and objectives.

*Definitions for attachment 1

Agency Designated Safety and Health Official - The official appointed by the agency head, with sufficient authority to effectively represent the agency head, responsible for administering the agency's occupational safety and health program. An official with such "sufficient authority" is considered to be at a rank, or at an equivalent level of responsibility, of an Assistant Secretary. Reference Executive Order 11807, Section 2(1) 1960.16.

Agency Safety and Health Designee - The qualified, competent professional reporting directly and exclusively to the "designated official" as the head of the agency's staff to actually operate or perform many of the program functions such as inspections, recordkeeping and reporting, and responding to employee reports of unsafe or unhealthful conditions. The mission, size, and organization of agencies employing less than 1,000 persons may use one competent, trained, personnel, on a collateral duty basis, as the "designee." Reference 1960.16(c), .25(b), .31 and .32.

U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

DD/A Registry

76-1077

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76/0880

FEB 13 1976

Honorable William E. Colby
Director
Central Intelligence Agency
Washington, D. C. 20505

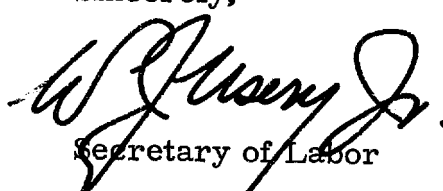
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Sincerely,


Secretary of Labor

Enclosure:
Guidelines

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Occupational Safety and Health
Administration
Office of Federal Agency Safety Programs
200 Constitution Avenue, N. W.
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Special training conducted for high-risk jobs--describe.

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President's Safety '76 Campaign--describe participation.

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ENGINEERING

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ILLNESS INVESTIGATION,
ANALYSIS, AND REPORTING -

Causal analysis of CY 1975 injuries, illnesses, and accidents--describe analysis and corrective actions taken. Flow of injury, illness, accidents and serious accidents reports from field to safety and health official--describe. Maintenance of and employee access to injury, illness, and accident records at field levels--describe.

STANDARDS

- Adoption of OSHA or consistent standards--describe.

Promulgation of agency standards--describe procedures.

Employee or employee representative

Comment on standards--describe.

Employee access to standards at field levels--describe.

COMMITTEES

- Committees at national and field levels--describe organization, functions, funding, and staffing.

INSPECTIONS

- Employee reports of unsafe or unhealthful condition procedures (including anonymity)--describe.

Inspection procedures--describe.

Inspecting personnel at field levels--describe qualifications and organization.

Abatement procedures and responsibilities--describe.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1975 -

Briefly describe your agency's achievements of the planned goals and objectives for CY 1975 in last years annual report. Summarize your attainment of the planned CY 1975 activities specified in last years report for CY 1974.

FILE PROGRAM CHANGES WITH OFFICE OF FEDERAL AGENCY SAFETY

PROGRAMS - All changes made in the program, policy, or plan of action should be submitted to OFASP for the agency program files.

PROGRAM FOR CY 1976

EIGHT PROGRAM ELEMENTS - Describe any planned CY 1976 changes to your agency's occupational safety and health program concerning the eight program elements, policy, and plan of action.

GOALS, OBJECTIVES, AND PLANNED ACTIVITIES - Describe your agencies goals and objectives for your program in CY 1976, including the planned activities involved in attaining these goals and objectives.

*Definitions for attachment 1

Agency Designated Safety and Health Official - The official appointed by the agency head, with sufficient authority to effectively represent the agency head, responsible for administering the agency's occupational safety and health program. An official with such "sufficient authority" is considered to be at a rank, or at an equivalent level of responsibility, of an Assistant Secretary. Reference Executive Order 11807, Section 2(1) 1960.16.

Agency Safety and Health Designee - The qualified, competent professional reporting directly and exclusively to the "designated official" as the head of the agency's staff to actually operate or perform many of the program functions such as inspections, recordkeeping and reporting, and responding to employee reports of unsafe or unhealthful conditions. The mission, size, and organization of agencies employing less than 1,000 persons may use one competent, trained, personnel, on a collateral duty basis, as the "designee." Reference 1960.16(c), .25(b), .31 and .32.